

A practical guide

unine
Université de Neuchâtel

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General information



General information

Welcome to UniNE! This guide provides you with a number of succinct information about life as a student at the University of Neuchâtel. It also redirects you to different services and our web pages on the www.unine.ch site where you will find complete and regularly updated information.

Happy reading and...Welcome!

The information contained in this brochure is valid at the time of publishing (February 2024).

Welcome

Reception Office

Your first point of contact at the University of Neuchâtel is the Reception Office, it is considered as the general information centre.

UniNE – Reception Office

Accueil – Guichet étudiant-e-s

Avenue du 1^{er}-Mars 26 / CH - 2000 Neuchâtel

+41 32 718 10 00

contact@unine.ch

Office hours:

Monday to Friday from 8:00 a.m. to 12:00 and 13:30 to 17:00

Semester events

Summer Campus

Held three weeks before the beginning of the semester to provide you with the necessary tools to successfully begin your studies through a series of workshops. Following the workshops will help you put all the chances on your side to begin your semester smoothly and confidently.

You are also invited to participate in the following welcoming activities:

Welcome Day

During your first day you are invited to discover your faculty.

Campus information

Held in the beginning of the semester, Campus Info gives you the opportunity to learn about student associations, administrative services and UniNE partners. On this occasion you will also be able to purchase textbooks at special student discount rates.

For dates and the latest information, please see:

www.unine.ch/rentree

● Academic calendar

The academic year is divided into two semesters. Fall semester courses begin in mid-September (week 38) and end in December (week 51). Spring semester courses start in February (week 8) and end in May (week 22). There are three examination sessions per year.

For further information, please see:

www.unine.ch/unine/home/etudes/calendrier.html

● University contacts

Your point of contact at UniNE

The Enrolment Office (Immatriculations) is available to students of the University for the entire period of their studies.

It provides assistance with matters including:

- enrolment and registration
- re-registration and de-registration
- billing
- changing your course of study
- applying for a leave of absence
- change of address and/or personal data
- requests to change fee status
- coordination of studies with military service
- Capucine student card

UniNE – Enrolment Office

Immatriculations

Avenue du 1^{er}-Mars 26 / CH - 2000 Neuchâtel
+41 32 718 10 00 / immatriculation@unine.ch

Links to your Faculty

You will have two main contacts within your Faculty: the Faculty Office (“Secrétariat”) and your study advisor.

The Faculty Office will answer any questions regarding administrative procedures; whereas your study advisor will answer queries concerning your curriculum (study plans, exams, etc.).

Faculty contacts

UniNE - Faculty of Humanities Office

Espace Tilo-Frey 1 / CH – 2000 Neuchâtel

+41 32 718 17 00

secretariat.lettres@unine.ch

www.unine.ch/lettres

Study Advisor

+41 32 718 18 30

conseil.lettres@unine.ch

UniNE - Faculty of Science Office

Rue Emile-Argand 11 / CH – 2000 Neuchâtel

+41 32 718 21 00

secretariat.sciences@unine.ch

www.unine.ch/sciences

Study Advisor

+41 32 718 21 10

conseil.sciences@unine.ch

UniNE - Faculty of Law Office

Avenue du 1^{er}-Mars 26 / CH – 2000 Neuchâtel

+41 32 718 12 00

secretariat.droit@unine.ch

www.unine.ch/droit

Study Advisor

+41 32 718 12 05

conseil.droit@unine.ch

UniNE - Faculty of Economics and Business Office

Avenue du 1^{er}-Mars 26 / CH – 2000 Neuchâtel

+41 32 718 15 00

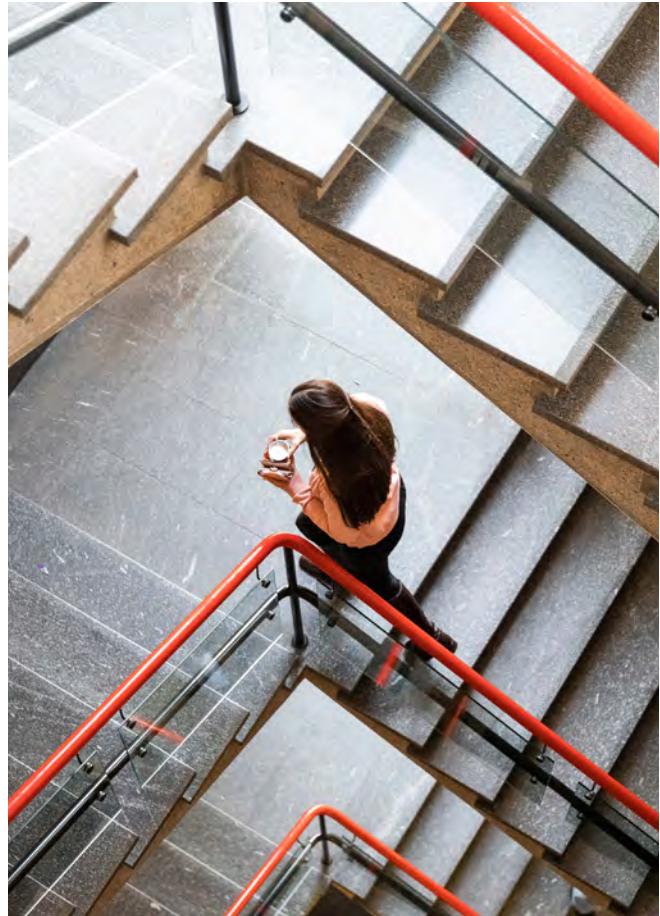
secretariat.seco@unine.ch

www.unine.ch/seco

Study Advisor

+41 32 718 14 03

conseil-etudes.seco@unine.ch





Map of the University campus

01 Avenue du 1^{er}-Mars 26

- Welcome / Reception office
- Enrolment Office
- Social services
- Centre de carrière
- Centre de langues
- Study Exchange Office
- Faculty of Law Office (FD)
- Faculty of Economics and Business Office (FSE)

02 Rue Abram-Louis Breguet 2

- Faculty of Economics and Business (FSE)

03 Espace Tilo-Frey 1

- Faculty of Humanities (FLSH)

04 Rue Emile-Argand 11 (UniMail)

- Faculty of Science (FS)
- Information Technology and Telematics Service (SITEL)
- Printing Center (CIUN)

Detailed map: www.unine.ch/localisation

Map of University sports venues: www.unine.ch/sun

Administrative questions



Administrative questions

● Financial aspects

Neuchâtel is situated in a region with less problems related to housing and mobility. It is advisable however to plan a certain budget during your studies.

Indicative budget:

www.unine.ch/etudier/home/demarrer/budget.html

Taxes universitaires :

www.unine.ch/unine/home/admission/taxes-universitaires.html

Scholarships

Different types of scholarships are available:

- cantonal scholarships
- federal scholarships
- scholarships and subsidies funded privately via the University

Scholarships are also available for those who wish to carry out a part of their studies in another Swiss university or abroad (Mobility).

Financial aid

Under certain circumstances it is possible to request and obtain financial assistance from the University's Social Services office, who administers the University's social welfare fund and privately funded subsidies intended for students in need.

For questions concerning financial assistance:

UniNE – Social Services

Bureau social

Avenue du 1^{er}-Mars 26 / CH - 2000 Neuchâtel

+41 32 718 11 50

secretariat.social@unine.ch

www.unine.ch/social

Student employment

Working part-time while pursuing your studies is possible – indeed, many students do so. It all depends, however, on the type of work (hours, level of activity and fatigue involved) and your chosen field of study. The situation varies according to the Faculties – contact your study advisor for more information.

Vous trouverez des offres de jobs d'étudiants sur le "Forum privé de l'Université de Neuchâtel", section Emplois: www.unine.ch/forum

You may also contact Job Service: www.job-service.ch

The Careers Centre is also available to guide you:

www.unine.ch/carriere

UniNE – Career Centre

Centre de carrière

Avenue du 1^{er}-Mars 26 / CH-2000 Neuchâtel

+41 32 718 12 50

centre.carriere@unine.ch

www.unine.ch/carriere

Part-time employment is allowed but, because learning is the main purpose of university studies, only a maximum of 15 hours a week is allowed. Any gainful employment is subject to an application procedure which, may consist of either: a request by the employer for foreign labour or, depending on the case, simple registration with the competent cantonal authority.

Office de la main-d'œuvre

Rue de Tivoli 28 / CH - 2003 Neuchâtel

+41 32 889 63 10

omoe@ne.ch

www.ne.ch > Migrations et intégration > Main d'œuvre étrangère

● Coordinating university studies with military service

There are provisions for coordinating military obligations with university studies. The Enrolment Office acts as a liaison. Training at the Swiss Army school of recruits can be completed between the ages of 18 and 23 and training for non-commissioned officers and officers from ages 19 to 24, or even 25 if the request for deferral is justified.

All requests for deferment of military service must be accompanied by:

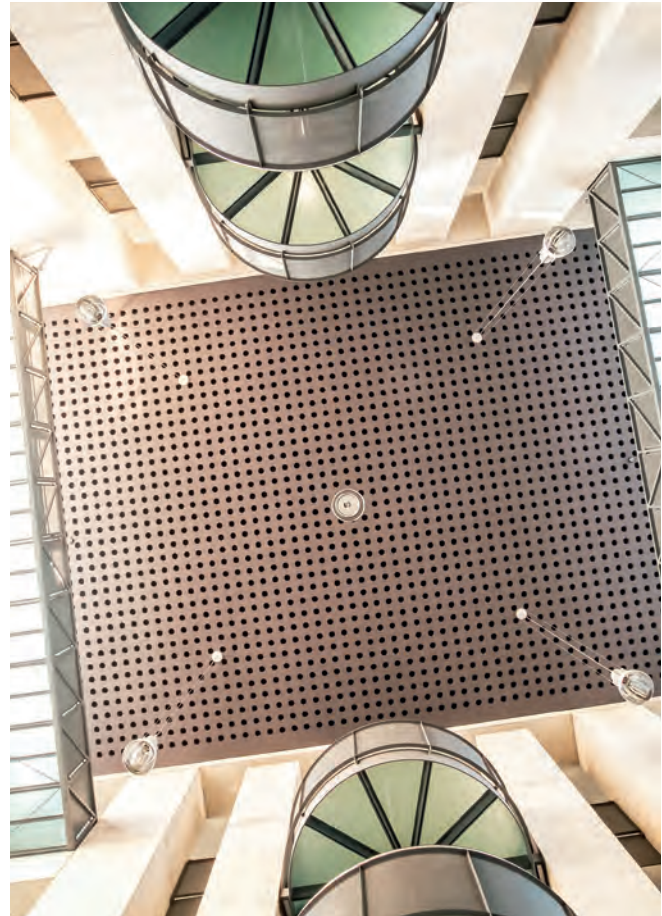
- a deferral request form available on the website of the Swiss Army www.vtg.admin.ch
- a copy of the examination registration application, duly stamped by the relevant Faculty

UniNE – Immatriculations

Avenue du 1^{er}-Mars 26 / CH - 2000 Neuchâtel

+41 32 718 10 00

immatriculation@unine.ch



● Insurance

Social security AVS/AI/APG

- AVS: Swiss old age and survivor's insurance
- AI: disability insurance
- APG: unemployment insurance

Swiss and foreign students living in Switzerland pay CHF 480.- (+ 20.- administrative fees) per year in social security contributions starting on the 1st of January of the first year following their 20th birthday. Students who are gainfully employed pay contributions from the 1st of January in the year following their 17th birthday.

Schools and universities submit lists of their students to the Neuchâtel Cantonal Compensation Office once a year. Using this information, the Compensation Office then issues an annual bill for the contributions due. The Cantonal compensation office which is authorized to affiliate the students has jurisdiction in their place of study.

It is extremely important not to neglect payment to this insurance as you will risk being penalised during your pension years, even if this seems to be a long way away for the moment!

For more details contact:

Neuchâtel Cantonal Compensation Office
Caisse cantonale neuchâtoise de compensation
Fbg de l'Hôpital 28 / CH - 2001 Neuchâtel
+41 32 889 65 01
www.caisseavsne.ch/particuliers/cotisations/etudiants/

Illness and accident insurance

All regular students enrolled at UniNE must take out basic illness and accident insurance from a Swiss health insurance plan recognized under the Swiss Health Insurance Law (LAMaL). As you are free to choose between the different plans, it is in your best interest to compare the different premiums and benefits, for example at www.priminfo.ch

Students whose earnings do not exceed a certain amount (which varies according to the Canton and their personal situation) may be entitled to a reduction in their premium. Requests for a reduction must be made to the competent authority in the Canton of residence.

Please note: It is obligatory for everyone living in Switzerland, including foreign students, to have and contribute to a basic illness and accident insurance. If you take up residence in the Canton of Neuchâtel, this insurance must be acquired from the Resident Registration Office of your "commune" within the first three months following the deposit of your papers in your commune.

A foreign student may receive dispensation from this obligation if they can certify that they are covered by insurance offering the same benefits elsewhere. Please note, however, that the conditions for exemption are very restrictive.

Office cantonal de l'assurance maladie (OCAM)

Case postale 716 / CH - 2002 Neuchâtel
+41 32 889 66 30
www.ne.ch > Santé et social > Assurance maladie

Study tools



☼ Study tools

● UniNE on-line

The UniNE.ch website

The www.unine.ch website offers a vast range of information, services, and news concerning the University of Neuchâtel. It is also a platform which leads to the different Faculty websites, their Departments and other laboratories, offering specific access rights to students, staff and the media, as well as to alumni.

Academic tools

UniNE grants you access to online tools which can assist you to better plan each semester and successfully pursue your studies.

General directory

All staff and students are listed in the University directory which may be found on the upper right-hand side of the welcome page. The UniNE directory is only accessible internally at UniNE (via UniNE Wifi or VPN).

www.unine.ch/annuaire

Academic calendar

Registration deadlines for courses and examinations are published by the Rector's Office in the academic calendar, which also lists holiday dates. This calendar is the official one. Dates for examinations may vary from one Faculty to another.

www.unine.ch/unine/home/etudes/calendrier.html

Rules and regulations

Being aware of the rules and regulations concerning your studies and examinations are of importance in order to successfully complete your studies! You will be able to find out the maximum number of retakes for each evaluation/exam, the grading scale used, the definition of the notion of a module, absence justification, maximum amount of semester allowed, recognition of transfer credits, cases of elimination...

Go to the welcome page of the concerned faculty. Under the heading "Dispositions générales" found under "Lois et règlements" you will also find general provisions which concern all faculties.

Study plans

The study plan for each program that you are registered on lists the obligatory and optional courses. The conditions for successfully completing the program, as well as any work needed to be completed at the end of the program, or thesis, are also detailed.

The study plan is made up of numerous columns, with the "type" of the teaching, the semester taught in, the name of the instructor, the number of teaching hours and ECTS credits, whether the course is obligatory or optional, as well as the modalities of evaluation of the course.

As a general rule, exams are held during the exam sessions (January and June). The faculty also organises a session around mid-August/beginning September.

The study plan shows how any ECTS credits are attributed to each course. One ECTS credit corresponds to a workload of 25 to 30 hours of course hours, work done outside of course hours and exam preparation. The bachelor program is equal to 180 ECTS credits while a Master consists of either 90 or 120 ECTS credits.

Where can you find the study plans? Go to the page of the Faculty concerned and select the study plan that corresponds to your program.

Course descriptors

All courses listed in the study plan have their own specific descriptors. On the first page of each course it is possible to download the objectives. This will give you precisely the outcomes and expected knowledge acquired upon successful completion of the course.

The course descriptors give one the precise content, learning objectives and evaluation of each course. The study plan also mentions the name of the professor, the teaching language, the number of ECTS credits and the semester concerned for each course (Fall or Spring)

Study plans may be consulted on: www10.unine.ch/descriptifs/

Course management (IS-Academia)

This platform, which is a central management system for the administration of students and their studies, allows you to register for courses and examinations, to consult your course marks and print your attestations. Registering for courses is mandatory and must be completed within the first four weeks of each semester by means of this system.

www.unine.ch/academia

Course information (Moodle)

Course support, exercises, coursework... This portal is used by teachers specifically to describe the course learning outcomes as well as the course schedule. It also provides easy access to learning materials and online documentary resources. **Attention, Moodle cannot be used to register for courses which must be done on IS-Academia!**

<https://moodle.unine.ch/>

Course schedules (Pidho)

This portal allows you to consult UniNE course schedules.

www.unine.ch/pidho

Examination schedules (Pidex)

The Pidex portal allows you to consult your examination schedules. As changes may occur after the schedules have been published, you should consult Pidex regularly during examination periods.

www.unine.ch/pidex

Course and examination schedules (Pidhox)

Pidhox is an application which gives you access to both Pidho (course schedules) and Pidex (examination schedules). It is available on the App Store and Google Play.

● Information technology

UniNE's IT and Telematics Service (SITEL) implements the University's IT networks and services in order to ensure IT security and to provide technical assistance to the University community.

UniNE – SITEL

Rue Emile-Argand 11 / CH - 2000 Neuchâtel

+41 32 718 20 00

secretariat.sitel@unine.ch

www.unine.ch/sitel

IT Support for Students

Questions or problems?

Access SITEL's online help

Open a ticket, the most direct way!

ticket.unine.ch (via UniNE Wifi or VPN)

By email: assistance-etudiants.sitel@unine.ch

IT emergencies: +41 32 718 20 25, Monday to

Friday, from 8:30 am to 11:30 am and from 1:30 pm to 4:30 pm.



Our IT support service is at your disposal to assist you in your academic journey.

- Resolution of issues related to the use of private computers, within the scope of studies
- Support related to the use of IT resources offered by UniNE
- Installation of UniNE software (site or network licenses)

Team up with us to ensure a smooth and optimal computing experience throughout your university studies.

UniNE - IT Support Desk for Students

Rue Emile-Argand 11, office B020 / CH - 2000 Neuchâtel

+41 32 718 20 25

assistance-etudiants.sitel@unine.ch

Capucine card

Your student passport!

Issued upon your enrolment at UniNE, the Capucine card has several functions:

- student card (proof of enrolment, required for sitting examinations)
- card for making photocopies and printing
- library card
- access card into certain buildings on the UniNE campus
- proof of payment for access to fitness centres (SUN)
- proof of payment for access to fitness centres (SUN)

For complete information see: www.unine.ch/sitel/capucine

Personal account and email

The University of Neuchâtel offers a computer network, with a variety of services to all registered students:

- A personal user account
- A personal email account (each student receives a personal mailbox and email address: name.surname@unine.ch)

Web access & WiFi

Unrestricted internet access is available across the entire UniNE campus free of charge.

On campus

The WiFi network unine is for students, UniNE staff and University partners.

Off campus

It is possible to access certain UniNE IT resources from any location worldwide.

Directly access your University email from a browser: M365 Webmail access at <https://webmail.unine.ch>

Access certain University services via <https://vpn.unine.ch> For more information, visit <https://webaccess.unine.ch>

www.unine.ch/sitel/reseau

Software

Personal software

As a registered student you may purchase software at an advantageous price.

For example, Office 365 Education is available for free. It includes Word, Excel, PowerPoint, Outlook, OneNote, Publisher and Access (certain applications are only available for a PC). It may be installed on five PC Computers, or Macs, and includes Cloud services. Additionally, numerous Office applications are available for mobile phones.

UniNE software

The University of Neuchâtel provides its members with a range of software, some of which are available for private computers.

For any information, students can contact IT support service. www.unine.ch/sitel/logiciel

● Libraries

Your Capucine card serves as a library card. To register as a reader, just present it at the loan desk.

UniNE documentary resources are spread across a network of 19 libraries: Faculty libraries, Department libraries and the public University library (BPU). Library membership is free of charge.

www.unine.ch/bibliotheque



● Photocopies

There are approximately 40 photocopiers on the campus, which are all self-service. With “follow-me-printing” you can launch remote printing of your document and you may pick it up at any MFP (multifunction printer) by simply using your Capucine card.

For printing, the mobile solution: mprint.unine.ch! (via UniNE Wifi or VPN).

● Printing Centre

The Printing Centre, situated at UniMail, offers numerous services at discount prices such as printing in both black and white and colour in multiple formats, and includes printing of business cards, thesis or support material for courses, as well as offering professional advice. It also provides adhesive or ring binding, stapling, laminating documents, CD and DVD copying with colour surface printing.

UniNE - SITEL - CIUN

Rue Emile-Argand 11 / CH - 2000 Neuchâtel

+41 32 718 20 20

secretariat.sitel@unine.ch

www.unine.ch/sitel

● Staying informed and communication

Current events at UniNE

A la une

The topics dealt with by *A la une* serve to draw the public's attention to scientific knowledge being developed at UniNE. Each issue is dedicated to a theme and highlights major research activity at the University of Neuchâtel. Subscriptions to *A la une* are free. Copies are also available at several distribution points in the Faculty buildings and in pdf version on the www.unine.ch website.

Trait d'Union

The University of Neuchâtel's newsletter "Trait d'Union", addresses teaching and research issues, introduces new staff and announces awards and distinctions given to members of the University community.

Press releases

Press releases issued by the Press and Communications Service of UniNE are published on our website as well as on social networks (Facebook, Twitter).

Press review

The on-line press reviews contain a systematic archive of press articles, pertinent on-line articles and radio and television notifications concerning UniNE.

UniNE – Media and Promotion Office

Bureau presse et promotion

Fbg de l'Hôpital 41 / CH - 2000 Neuchâtel

+41 32 718 10 40

bureau.presse@unine.ch

www.unine.ch/communication

UniNE on social networks

Instagram

Discover photographs presenting your university. Even better, participate and add to the photo album!

www.instagram.com/unineuchatel

Facebook

"Like" and follow the UniNE page, it will give you access to a wealth of information on life at the University!

www.facebook.com/unineuchatel

Youtube

Watch videos of academic events!

www.youtube.com/user/uninepromotion

Twitter

Subscribe to the UniNE feed and stay abreast of the latest news on teaching and research!

<https://twitter.com/UniNeuchatel>

LinkedIn

Get to know the students – former or current – by visiting the "Université de Neuchâtel"

<https://fr.linkedin.com/school/université-de-neuchâtel>

For your communication

Your association is preparing a party or organizing a conference? You received a prize, a title or a distinction? You published a book, recorded an album, produced a movie, exposed your paintings, Transmit your information the Press and Communications Service!

Different channels of communication may be used, depending on the need and are at your disposition:

- Website www.unine.ch (notably through the agenda and press review)
- Social networks
- Information screens found in various campus buildings
- Invitations to the press and communiqués
- Newsletter (“Trait d’Union”)

UniNE – Media and Promotion Office

Bureau presse et promotion

Fbg de l’Hôpital 41 / CH - 2000 Neuchâtel

+41 32 718 10 40

bureau.presse@unine.ch

www.unine.ch/communication

Visual communication

The Media and Promotion Office also proposes resources linked to visual communication: creations of brochures, posters, photo shoots, realisation of videos, etc.



Enriching your studies

PIERROT
PRODUCTIONS

LES ÉTUDIANTS
FONT DU
CINÉMA



FORMATIONS
Écrire un scénario
Manipuler une

Facebook.com/PierrotProductions

Enriching your studies

● Student exchange

The University of Neuchâtel gives you the chance to “visit the country” without prolonging your studies!

- The **Triangle Azur**, which consists of the universities of Neuchâtel, Lausanne and Geneva, is a university network which allows students to take a subject in another university if it is not offered in UniNE. See www.triangle-azur.ch.
- The university network **BeNeFri** combines the universities of Bern, Neuchâtel and Fribourg. It offers students enrolled in one of these universities the possibility to study in either of the two others and take examinations there. The exchanges are limited to fields of study, see [the BeNeFri website](#) for the list.
- A class somewhere else? You can also choose a course in another Swiss university which is not a part of the University of Neuchâtel network. Contact the University that you are interested in and they will indicate the procedure for enrolment. Make sure you also contact your faculty for approval.

Internships in Europe

Through the *Swiss-European Mobility program*, you may participate in a two to six-month internship in a company, administration, laboratory or museum in a country belonging to the EU. The internship may be used to validate credits in your study program. The possibility of financial aid may be available.

International and national exchanges

During your studies, you have the possibility of attending another university for one or two semesters. In Europe, under the *Swiss European Mobility (Erasmus)*, in Quebec under the BCI student exchange or with special conventions in the United States, South Africa, Australia, Russia or Taiwan. Or simply in another University in Switzerland.

You will remain registered at UniNE but you will be exonerated for classroom and laboratory fees and be exempted from the fees of the partner university. The courses followed in the other University will be validated through ECTS credits under the conditions prescribed by your faculty. This is provided that you have studied already at least for two semesters at UniNE.

UniNE – Study Exchange Office

Bureau mobilité

Avenue du 1^{er}-Mars 26 / CH - 2000 Neuchâtel

+41 32 718 10 12

bureau.mobilite@unine.ch

www.unine.ch/mobilite

● Employment and preparation for employment

The Careers Centre serves every students and graduate of the University of Neuchâtel. It offers tools to assist you in entering the professional world in the best and quickest way possible after having obtained your degree.

Employment offers on-line

On our webpage www.unine.ch/carriere you may find different offers for new graduates, internship offers and student jobs. These professional opportunities, as well as others, may also be found on the private student forum under <https://forum.uninech/forum>.

Workshops and encounters

Throughout the year, the Career Center offers many activities: - Individual services (CV proofreading, fictitious interviews) - Workshops in small groups (preparation for job interviews, meetings with alumni, etc.) - Thematic conferences (CV and cover letter writing, use of LinkedIn, presentations of various sectors and professions, etc.) - Events ("Career Night").

Individual counselling

By appointment, you have the possibility of receiving personalized advice at any time of the year: proofreading of CVs and cover letters, advice on finding a job, etc.

UniNE – Careers Centre

Centre de carrière

Avenue du 1^{er}-Mars 26 / CH - 2000 Neuchâtel

+41 32 718 12 50

centre.carriere@unine.ch

www.unine.ch/carriere

● Language courses

There is a multitude of ways to learn languages. The Language Centre at UniNE and the Institute for French Language and Culture (ILCF) offers a multitude of learning methods.

Self-learning

German, Swiss-German, English, Spanish, Italian... If you wish to learn or perfect one of the mentioned languages autonomously, the Language Centre (LC) promotes a multimedia self-access learning centre (Espace Multimédia d'Auto-apprentissage = E.M.A.) with varied teaching equipment and advise all free of charge!

Tutorat – Tandems – Learning partners

The LC offers three programs which aim to help you learn autonomously: **Tutorat** (availability of tutors), **Bilingual tandems** (we put you in touch with native speakers of the language you wish to perfect), various free workshops (eg learning with apps or audiobooks). These programs are organised for the languages that are available at the LC, that is, English, German, Italian and Spanish. However, if there is a demand, other languages may be taken into consideration.

English – German courses

Language Centre (LC)

During the semester, the LC offers several types of weekly courses in German and English by specialised professors.

- **English** – from A2 to C2 levels
- **German** – from A1 to C1 levels

UniNE – Language Centre Centre de langues

Avenue du 1^{er}-Mars 26 / CH - 2000 Neuchâtel
+41 32 718 11 05
secretariat.cdl@unine.ch
www.unine.ch/cdl

French courses

The Institute for French Culture and Language (ILCF)

In addition to the academic courses offered (Certificate, Diploma, majors in Bachelor or Master levels) the ILCF proposes varied learning approaches for non-francophones.

Learning French

Remedial courses, ranging from A1 to C1 levels, are offered for non-francophone students from all faculties (with the exception of those who are already registered in the ILCF program). In addition to the 2 hour per week courses students may also enrol in translation courses (German and English) and use the multimedia laboratories.

Summer French language and culture program

The summer program is open to all students regardless of level or previous studies. Offerings include two-week block modules which are cumulative as well as a special module for students and teachers of the French as a second language program.

UniNE – French language and culture Institute Institut de langue et civilisation françaises

Faubourg de l'Hôpital 61-63 / CH – 2000 Neuchâtel
+41 32 718 1800
ilcf.ce@unine.ch
www.unine.ch/ilcf



● University sports

Over 60 different sports on offer!

With the lake on one side and the Jura Mountains on the other, the geographical setting of Neuchâtel enables it to offer a multitude of outdoor sports. Whether in winter or summer, you can take advantage of the many activities proposed by SUN (Sports universitaires de l'Université de Neuchâtel). Skiing, snowshoeing, golf, tennis, sailing – 110 courses and over 50 different sports are offered every week!

In addition to “classic” sport activities, UniNE also gives you access to more exotic disciplines such as aikido, aikibudo, capoeira and different types of dances. There is also a large range of wellness and health offerings. Most sports programs are free of charge or moderately priced. The SUN also organizes training camps as well as national and international championships.

UniNE – Service des sports (SUN)

Avenue du 1^{er}-Mars 26 / CH - 2000 Neuchâtel

+41 32 718 11 40

service.sports@unine.ch

www.unine.ch/sun



● Cultural activities at UniNE

University of Neuchâtel Choir

The University Choir is open to everyone, whether you are a beginner or an experienced singer. The atmosphere is friendly and relaxed thanks to the organisation of special days where singing is combined with gastronomical delights!

choeur.uni@unine.ch

Pange Lingua Ensemble

The Pange Lingua Ensemble, the University's chamber choir, focuses on the pleasure of choral art in the spirit of research. It allows students to sing in small groups, with a repertoire which is both original and demanding and spans from early, to romantic and contemporary music.

info@pangelingua.ch

www.pangelingua.ch

Halluciné film club

Every semester, Halluciné organises the projection of a series of seven films around a common theme. They are shown in the original language, with French and German subtitles. Entertainment, a cosy bar, and social evenings provide the perfect ingredients for a warm and friendly atmosphere. Entrance fees are low, which allows everyone to come to the film club and discover a different kind of cinema.

hallucine.info@unine.ch

www.unine.ch/hallucine

Classical Theatre Group: Groupe de théâtre antique(GTA)

The Classical theatre group revives classical Greek, Roman and Medieval masterpieces with a modern touch! Led by a professional director, anyone can participate in presenting these old texts. Philology students and assistants from the University provide the Group with original and free translations.

theatre.antique@unine.ch

www.unine.ch/gta

University of Neuchâtel Theatre (THUNE)

The THUNE project, which is launched during each Spring semester, culminates in one or several performances at the close of the Fall semester. A contribution by the University allows THUNE to work with a professional director on each project. THUNE gives you a unique opportunity to showcase your talent and to become acquainted with dramatic art, from the inside.

theatre.thune@unine.ch

www.unine.ch/thune



● Student associations

FEN (Students Federation of Neuchâtel)

FEN is an association dedicated to defending students' interests at the University of Neuchâtel. At the cantonal level, FEN examines all decisions and legislation affecting the University and adopts a position on matters concerning student life. One of its main tasks is to guarantee not only the access to education, but also its quality. It is therefore particularly attentive to any administrative or legislative changes which are under discussion. FEN is a member of UNES (Union des Etudiant-e-s de Suisse), with whom it collaborates on issues at the national level.

FEN

Avenue du 1^{er}-Mars 26 / CH - 2000 Neuchâtel

Bureau D 57.1

+41 32 718 68 30

association.fen@unine.ch

www.unine.ch/fen

Faculty associations

Every Faculty contains a variety of associations. A variety of cultural, social, ecological or sports related associations also exist. In total there are over 40 associations which allows one to meet other motivated and like-minded students.

You may find a list of associations on:

www.unine.ch/unine/home/etudes/associations.html

● Student societies

Belles-Lettres Neuchâtel

Just short of its two hundredth anniversary, Belles-Lettres is an association of students which organises a wide range of activities, ranging from conferences and excursions to crazy parties! Despite its name, membership of the Belles-Lettres society is not limited to students at the Faculty of Humanities – far from it!

contact@belles-lettres.org

www.belleslettresneuchatel.wordpress.com

Hétaïra

“Sorority and eclecticism” is the motto of Hétaïra, a small, society of women who have become increasingly active on campus. Hetaïras uphold fine old club traditions and, in their own inimitable way, combine them with innovative ideas and an idiosyncratic philosophy. When night falls, they come together to organise events, chat or just relax.

presidente@hetaira.ch

www.hetaira.ch

Zofingue Neuchâtel

Zofingue is the oldest student society of the city (1823). Its members meet every Friday evening in their locale. But what exactly is Zofingue Neuchâtel? A mix of culture (organising conferences and participating in official ceremonies), encouragement and support between students and... planning lots of parties!

x@zofingue.ch

www.zofingue.ch

A high-angle, top-down photograph of a study table. The table is light-colored and has several papers and documents scattered on it. In the upper left, a person with brown hair is leaning over the table, writing on a document. In the lower left, another person with long brown hair and a red and white patterned scarf is leaning over the table, looking at a document. In the upper right, a bright yellow leather bag is placed on the table. In the lower right, a person wearing a black jacket is sitting on a metal chair, leaning back. The text "Everyday life" is centered on the table in a white, sans-serif font. A white, multi-pointed starburst logo is located in the bottom right corner of the image.

Everyday life



* Everyday life

● Meals

The Faculties of Humanities (Espace Tilo-Frey 1), Law and Economics & Business (Avenue du 1^{er}-Mars 26), and Sciences (Emile-Argand 11) each have services offering lunch or snacks.

In addition, several cafés and restaurants near the University buildings offer food at moderate prices.

● Accommodation

The University of Neuchâtel is located in the heart of the city and does not have a campus as per se. Most students, who do not live at home, have accommodation either in the student's residences, with a local or with roommates in shared apartments. The University does not guarantee accommodation. It does however do its best to help students look for a place to stay as well as help with formalities. It is advisable to look for a place before the beginning of the Academic year. The average rent may vary from 450.- to 800.- Swiss francs per month.

For more information: www10.unine.ch/logements-etudiants/

Additionally, UniNE keeps an up to date database with listings. This database (<https://forum.unine.ch>) is for registered students only. One may access the database directly by using a personal UniNE log-in code.

Ads for rentals may also be found on the student board located outside the Social Services office

The “**Appart-Ages**” program put students in contact with elderly persons or with families who wish to accommodate a student in exchange for chores. It also promotes exchange among generations.

UniNE – Social Services

Bureau social

Avenue du 1^{er}-Mars 26 / CH - 2000 Neuchâtel

+41 32 718 11 50

secretariat.social@unine.ch

www.unine.ch/social

● Getting around

The different buildings belonging to the University are dispersed throughout the city and are easily accessible by foot, bicycle or public transport.

The University encourages environmentally friendly mobility.

Bicycle

A partnership between the town of Neuchâtel and UniNE allows students and staff to use cheap and friendly transportation. Reductions are offered for inscription to Donkey Republic (bike rentals). Additionally the University has a bicycle workshop, the “Bletz”!

Public transport

“TransN” serves the entire Canton of Neuchâtel. In addition to the buses and tramways, the funicular railways facilitate commuting in Neuchâtel. The “Fun’ambule” provides a direct connection between the railway station and the main University building on the Avenue du 1^{er}-Mars.

Transportation at night: the Noctambus busses cover the eastern and western shores of the lake, Rochefort, the Val-de-Ruz and Val de-Travers. As a rule, they run every night from Friday to Saturday and from Saturday to Sunday. The Neuchâtel/La Chaux-de-Fonds/Le Locle line is served by the NoctamRUN buses.

TransN – Ticket offices in Neuchâtel
Place Pury / CH - 2000 Neuchâtel
+41 32 720 06 49
www.transn.ch

In general, busses, trains and postal busses link the communes of Neuchâtel. Different packages for tickets or passes are offered.

See:

www.neuchatelville.ch/fr/sortir-et-decouvrir/transport-et-deplacement

Prices for the “Onde Verte” (which includes TransN, CFF, BLS, Postal Bus and trains in the Jura area): www.ondeverte.ch

Swiss train system (CFF) proposes different passes, notably the half-fare pass and the 7/25 pass (free travel after 19:00).

www.sbb.ch

Boat

The fleet of the Navigation Company of the Lakes of Neuchâtel and Morat has a complement of nine boats. Bicycles are transported free on the lakes of Neuchâtel, Bienne and Morat.

Société de Navigation sur les Lacs de Neuchâtel et Morat

Port de Neuchâtel / CH - 2001 Neuchâtel

+41 32 729 96 00

info@navig.ch

www.navig.ch

Car

With Car Sharing you can combine ecology, economy, and sociability! UniNE proposes advantageous conditions for the use of Mobility Car Sharing. This society may be found all over Switzerland and works in tandem with the CFF.

www.unine.ch/durable/mobility

Check-out also car pooling!



● Classified ads

Online classified advertisements

Classified advertisements in all categories (accommodation, employment, items for sale, rentals, lessons, etc.) can be posted on the University of Neuchâtel's private forum.

www.unine.ch/forum

Notice boards

Notice boards may be found in faculty buildings. Some are even at your disposal for posting announcements. In case of doubt contact the secretariat of the faculty concerned.

● Support services

Social Services

The Social Services Office is a safe place to share your worries and they guarantee confidentiality. They also:

- deal with requests from students concerning welfare or financial aid (in particular queries concerning scholarships)
- advise students on administrative procedures (social insurance, housing, student jobs, legal advice, etc.)
- help students to find accommodation
- offer psychological support if requested, in collaboration with the family planning centre "Centre de recherches familiales et systémiques" (Cerfasy). The first three consultations are free of charge
- directs students towards Judicial assistance (through entities such as FEN, Centre social protestant, Ordre des avocats etc)
- proposes workshops throughout the year (managing stress, budget management etc).

UniNE – Social services

Bureau social des étudiants

Av. du 1^{er}-Mars 26 / CH - 2000 Neuchâtel

+41 32 718 11 50

secretariat.social@unine.ch

www.unine.ch/social

Conflict resolution

An internal contact group receives and advises persons who are experiencing conflict, mobbing or harassment. An external mediator can also be contacted directly, in strict confidentiality.

These services are paid for by the University.

www.unine.ch/conflits

www.unine.ch/conflits/home/contact/cellule.html

confiance@unine.ch

Equal Opportunities Service

The Equal Opportunities Service encourages a good work and study environment, as it fosters equal opportunities between men and women, as well as between all members of the academic community. It is aimed primarily at women who wish to pursue an academic career and at parents seeking to balance professional and family life.

UniNE – Equal Opportunities Service

Bureau égalité des chances

Faubourg de l'Hôpital 106 / CH - 2000 Neuchâtel

+41 32 718 10 59

egalite.chance@unine.ch

www.unine.ch/egalite

Vanille-Fraise Daycare

The nursery can receive around twenty children, from birth to age five. This service is intended primarily for students and staff and is aimed at encouraging women to pursue academic careers.

UniNE – Vanille-Fraise Daycare

Crèche Vanille-Fraise

Chaussée de la Boine 20 / CH - 2000 Neuchâtel

+41 32 718 30 50

creche.uni@unine.ch

www.unine.ch/creche

Babysitaire

The “Babysitaire” network puts parents from UniNE who need a babysitter in touch with students who have received training in home child care.

UniNE – Babysitaire / Bureau égalité des chances

Faubourg de l'Hôpital 106 / CH - 2000 Neuchâtel

+41 32 718 10 59

egalite.chance@unine.ch

www.unine.ch/egalite

Chaplaincy

The chaplaincy is a service which represents both the Protestant and Roman Catholic Church in Neuchâtel. The chaplains are there to provide guidance and support in all aspects of life while you are studying.

UniNE – Chaplaincy

Aumônerie

Rue Pierre-à-Mazel 11 / CH - 2000 Neuchâtel

+41 32 724 07 42

aumonerie.universite@unine.ch

www.unine.ch/aumonerie



HOTEL DU MARCHÉ

PRESTIGE CLUB

Menu du Jour
salade mêlée



Neuchâtel useful links and contacts

● Websites

Republic and Canton of Neuchâtel
www.ne.ch

City of Neuchâtel
www.neuchatelville.ch

● Local media

Arcinfo

Daily newspaper
www.arcinfo.ch

Canal Alpha

Regional television
www.canalalpha.ch

RTN

Radio
www.rtn.ch

Vivre la ville

Free weekly papers

● Emergency telephone numbers

117 Police (accident or assault)

118 Fire (fire, flooding, pollution)

144 Medical emergencies (ambulance, emergency mobile resuscitation unit)

145 Poison (medication, toxic substances)

143 Samaritans (La Main Tendue)

147 Adolescent helpline 24h/24

Emergency services - Neuchâtel

Hôpital neuchâtelois Pourtalès
Maladière 45 / CH - 2000 Neuchâtel
0848 134 134

Emergency services - La Chaux-de-Fonds

Hôpital neuchâtelois La Chaux-de-Fonds
Rue de Chasseral 20 / CH - 2303 La Chaux-de-Fonds
0848 134 134

A scenic view of a town built on a hillside overlooking a large body of water under a clear blue sky with wispy clouds. The town features a prominent church with two spires. The water is calm, reflecting the sky and the buildings. The foreground shows a pebbly shore.

Student internet portal
www.unine.ch

Follow UniNE on social networks!

